



# B'nai Zion Congregation

## House Rules

Revised May 12, 2026

Rabbi Sam Rotenberg

Jessica Soufer, President

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6210 Airpark Drive

Chattanooga, TN 37421

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## Statement of Purpose

Our synagogue is the spiritual home of the B'nai Zion Congregation. It is our place for worship and study. Some areas of the building may only be used for religious purposes, some spaces may also be used as secular spaces, but any use of our synagogue must always be appropriate to its character and guided by our sacred Jewish values.

In this Guide, you will find policies and information relating to the use of our building for worship, learning, the celebration of simchas, worthwhile community purposes, and other events. This 2025 version of the House Rules and Guide shall remain in effect until it is superseded by a new version.

## Hours of Operation

Front Office	Tuesday through Thursday	10:00 AM to 4:00 PM
Hebrew School	Sunday	9:30 AM to 1:00 PM
Weekly Minyan	Tuesday	6:00 PM

## Priority for Use of the Synagogue

Our synagogue's primary purpose is as a house of worship, study, and celebration. Any event held at B'nai Zion should be conducted in a manner that affirms our synagogue's dignity and does not conflict with our congregation's values and the spirit of Conservative Judaism. No events may be held which may impugn the good reputation of our synagogue and congregational community or jeopardize its status as a tax-exempt religious organization.

Application to use our synagogue should be made directly to the Office Administrator. B'nai Zion, in its sole discretion, reserves the right to deny any party use of the synagogue building or grounds for any reason at any time.

### Priority of Use by B'nai Zion Congregation and its Members

1. Religious Services (Shabbat and Holidays)
2. Congregation Events (e.g. Annual Meeting, Super Bowl, etc.)
3. B'nai Mitzvahs of Members and their Children
4. Life Cycle Events of Members and their Children
5. Non-Life Cycle Events of Members and their Children
6. Non-Member Events with Express Written Permission

### Religious Services

Our Rabbi and/or a minyan of our members, with permission of the Rabbi, lead religious ceremonies in our synagogue. B'nai Zion services and/or programming led by or approved by the Rabbi or Board of Directors shall be given the highest priority for use of any and all spaces within the synagogue and on synagogue grounds.

Participation by any outside clergy must be approved by the Rabbi.

## Facility Use by B'nai Zion Members

B'nai Zion members in Good Standing must make a request to the Office Administrator to use the synagogue's building and grounds. Members in Good Standing are those who have paid their dues, religious school tuition (if applicable), and other obligations for the past and current fiscal year or have made approved financial arrangements with the B'nai Zion Treasurer. Members who are not in Good Standing thirty (30) days before their event shall have their event canceled and payments returned.

## Facility Use for B'nai Mitzvahs of B'nai Zion Members and Children

Generally, a student must complete at least two (2) years of Beit Sefer Ivri (BSI), the B'nai Zion Sunday school. Additionally, students must attend at least twenty (20) services in the two (2) years prior to the student's Bar or Bat Mitzvah. The student will schedule the attendance of such services with the Rabbi. The Rabbi may determine that a child who has not studied at B'nai Zion for the requisite timeframe qualifies for B'nai Mitzvah. The Rabbi makes the final determination as to whether a child is permitted to have a B'nai Mitzvah at B'nai Zion Congregation.

B'nai Mitzvah services shall be scheduled with the Rabbi at least one (1) year prior to the requested date. The requested date is not guaranteed. If the requested date is not available or does not meet religious requirements, the Rabbi will offer additional dates. Once a date is agreed upon with the Rabbi, the Member in Good Standing must within sixty (60) days submit a facility rental application to the Office Administrator and sign the contract.

## *Facility Use for Life Cycle Events of Members (includes family of longstanding members and former longstanding members)*

Life Cycle Events include weddings of members and their children; memorial services of members, their parents, and children; Brit Milah and baby namings of children and grandchildren; and other milestone events.

### *Weddings and Milestone Events*

Members must request to use B'nai Zion facilities for weddings and milestone events at least sixty (60) days in advance of the requested date of the event. No date is guaranteed. If the date is not available or such celebration is not permitted on the date requested (i.e. Yom Tov), the Rabbi will provide alternative dates. The Rabbi has sole discretion regarding dates of Life Cycle Events.

B'nai Zion Congregation celebrates the joy of marriage for all couples, including LGBTQIA couples. Please note that both partners must be Jewish to be married at B'nai Zion Congregation regardless of sexual orientation or gender identity.

### *Brit Milah and Baby Naming*

Pregnant couples should speak to the Rabbi before the third trimester to discuss due dates and potential timeframes for planning a Brit Milah or Baby Naming Ceremony. The Rabbi can assist with securing a moyel for a Brit Milah. Couples must notify the Rabbi as soon as possible after the baby is born. The Rabbi will determine the final date for the Brit Milah or Baby Naming Ceremony at that time. If conducting the Brit Milah or Baby Naming Ceremony at B'nai Zion, the pregnant couple should fill out the application and provide a deposit, if required, by the day prior to the event.

### *Funerals and Unveilings*

In the event of a death, please notify the Rabbi and Scott Israel by mobile phone as soon as possible, even on Shabbat. The Rabbi and Scott Israel will notify the Chevra

Kedisha, the members of which will ensure the body is prepared for burial in line with Jewish law, ritual, and tradition. The Rabbi will then schedule the funeral based on the Jewish calendar and the family schedule. If there is no pre-arranged burial plot at a B'nai Zion Cemetery, Rabbi and Scott Israel can assist with that as well.

Funeral services may be held in the Sanctuary. This can occur so long as the deceased was a member of B'nai Zion, and the service is open to the community. Private funerals may be held graveside. The choice as to whether the casket is permitted to be present in the Sanctuary during the service is left up to the discretion of the Rabbi.

## Facility Use by Non-Members

Individuals who are not Members of B'nai Zion must, at least sixty (60) days prior request use of the synagogue and/or its grounds by submitting a request in writing to the Office Administrator using the form included in this document. Such requests must include the date of the proposed event, a detailed explanation of the purpose of the event, the number of people expected, and whether food and drink will be served. It must be specified whether or not the event will include alcohol. The Office Administrator will consult with the Rabbi, Board President, and Board Treasurer regarding the proposal. If the Rabbi, Board President, and Board Treasurer determine such an event is acceptable and appropriate, the Office Administrator will notify the requestor, who will then have seven (7) business days to submit the rental agreement and provide a 50% deposit to the Office Administrator. B'nai Zion reserves the right to deny any event request at any time and for any reason.

## Access to Events at All Times

B'nai Zion staff members shall maintain access to all facilities and functions at all times. B'nai Zion staff members shall have the authority to suspend any event if there are violations of B'nai Zion rules or policies and shall have the authority to disperse attendees of any such events at any time.

## Facility Event Use and Fees

### Facility Event Agreement

All B'nai Zion Member events and Non-Member Events require a signed Facility Event Agreement to be signed and returned to the office by the deadlines specified above by category. Anyone renting facilities from B'nai Zion agrees to comply with all rules set forth in this Rules Manual and the terms of the Facility Event Agreement. Anyone who violates said terms or the Rules set forth herein shall be asked to vacate the premises immediately and may face a ban on future use of the B'nai Zion facilities or grounds. The Member or Non-Member User shall be liable to B'nai Zion Congregation for any damage to the facilities or grounds due to the Member or Non-Member's event.

### *Member Event Expenses*

*(includes family of longstanding members and former longstanding members) \**

At least fourteen (14) business days prior to the event (does not include meal of consolation/shiva), the renter must provide the Room Set-Up Form to the Office Administrator for approval. Set up for your event may begin 1 hour prior to start time unless otherwise authorized by the Office Administrator.

### Events Taking Place During Shabbat Services

(B'nai Mitzvah, Aufruf, Baby Naming, Other)

- **Facility use fee - No charge**
- **Food provided by BZ - \$300** *(if over 60 attendees, including community members attending Shabbat services, are expected, preparations will need to be discussed with Office Administrator)*
- **Security - No charge unless over 60 attendees**, including community members attending Shabbat services, are expected *(\$200 for each security guard)*

- **Staff** - **No charge unless over 60 attendees**, including community members attending Shabbat services, are expected (\$100 for each staff member)
- **NOTE:** *The event's point person will be responsible for ensuring the food is prepared for the event the day before. Arrangements must be made with the Office Administrator regarding time of prep. B'nai Zion would be pleased to arrange the ordering of the food.*

### Events Taking Place Outside of Shabbat Services

(Wedding, Baby Naming, Bris, etc.)

- **Facility use fee** - **No charge**
- **Food provided by BZ** - **\$300** (if over 60 attendees are expected, preparations will need to be discussed with Office Administrator)
- **Security** - **\$144** (if over 60 attendees, a 2nd security officer will be required)
- **Staff** - **\$100** (if over 60 attendees, a 2nd staff member will be required)
- **NOTE:** *The event's point person will be responsible for ensuring the food is prepared for the event the day before. Arrangements must be made with the Office Administrator regarding time of prep. B'nai Zion would be pleased to arrange the ordering of the food.*

### Meals of Consolation/Shivas

- **Facility use fee** - **No charge**
- **Food provided by BZ**
  - *Basic meal package* – **No charge** (includes bagels, cream cheese, bottled water for up to 40 attendees)
  - *Standard meal package* - **\$180** (includes bagels, cream cheese, tuna salad, crackers, cheese, fruit, vegetables, chips, dessert, and bottled water for up to 40 attendees)

- *Premium meal package - \$360 (includes bagels, cream cheese, lox, tuna salad, egg salad, crackers, cheese, fruit, vegetables, chips, dessert, bottled, and iced tea for up to 40 attendees)*
- *NOTE: If you will require food for more than 40 attendees, BZ requires that you contract with Alice Goss-Morgan at the Jewish Federation for catering*
- **Security - \$144** (if over 60 attendees, a 2nd security officer will be required)
- **Staff - \$100** (if over 60 attendees, a 2nd staff member will be required)

#### *Non-Member Event Expenses\**

At least fourteen (14) business days prior to the event (does not include meal of consolation/shiva), the renter must provide the Room Set-Up Form to the Office Administrator for approval. Set up for your event may begin 1 hour prior to start time unless otherwise authorized by the Office Administrator.

#### **Events Taking Place During Shabbat Services**

(B'nai Mitzvah, Aufruf, Baby Naming, Other)

- **Facility use fee - \$200**
- **Food provided by BZ - \$300** (if over 60 attendees, including community members attending Shabbat services, are expected, preparations will need to be discussed with Office Administrator)
- **Security - \$144** (if over 60 attendees, including community members attending Shabbat services, a 2nd security officer will be required)
- **Staff - \$100** (if over 60 attendees, including community members attending Shabbat services, a 2nd staff member will be required)
- **NOTE:** *The event's point person will be responsible for ensuring the food is prepared for the event the day before. Arrangements must be made with the Office*

*Administrator regarding time of prep. B'nai Zion would be pleased to arrange the ordering of the food.*

### **Events Taking Place Outside of Shabbat Services**

(Wedding, Baby Naming, Bris, etc.)

- **Facility use fee - \$200**
- **Food provided by BZ - \$300** (*if over 60 attendees are expected, preparations will need to be discussed with Office Administrator*)
- **Security - \$144** (*if over 60 attendees, a 2nd security officer will be required*)
- **Staff - \$100** (*if over 60 attendees, a 2nd staff member will be required*)
- **NOTE:** *The event's point person will be responsible for ensuring the food is prepared for the event the day before. Arrangements must be made with the Office Administrator regarding time of prep. B'nai Zion would be pleased to arrange the ordering of the food.*

### **Meals of Consolation/Shivas**

- **Facility use fee - \$200**
- **Food provided by BZ**
  - *Basic meal package - \$75 (includes bagels, cream cheese, bottled water for up to 40 attendees)*
  - *Standard meal package - \$180 (includes bagels, cream cheese, tuna salad, crackers, cheese, fruit, vegetables, chips, dessert, and bottled water for up to 40 attendees)*
  - *Premium meal package - \$360 (includes bagels, cream cheese, lox, tuna salad, egg salad, crackers, cheese, fruit, vegetables, chips, dessert, bottled, and iced tea for up to 40 attendees)*

- **NOTE:** *If you will require food for more than 40 attendees, BZ requires that you contract with Alice Goss-Morgan at the Jewish Federation for catering*
- **Security** - \$144 (if over 60 attendees, a 2nd security officer will be required)
- **Staff** - \$100 (if over 60 attendees, a 2nd staff member will be required)

### *B'nai Zion Employee Support*

It is B'nai Zion's policy to have employee support present at all events. B'nai Zion employee support includes opening and closing the building, ensuring lights, air conditioning/heat are turned on/off; assistance with setting up and/or taking down of tables and chairs; ensuring bathrooms are properly stocked and remain stocked during the event; other assistance as needed.

### *Non- Employee Support*

It is B'nai Zion's policy to have a security officer present at all events.. The cost is \$36 per hour with a 4-hour minimum per security officer. The number of security officers required are as follows:

- 1 to 60 attendees: 1 security officer
- Over 60 attendees: 2 security officers

### *Supplies*

Supplies for events must be provided by the host(s) of the event. These items include, but are not limited to, paper goods, plastic flatware, napkins, table covers, and decorations. NOTE: glitter and confetti are prohibited. B'nai Zion can provide white table cloths to go under plastic table covers, however, it is the responsibility of the host(s) to pay to clean the table cloths following the event.

### *Insurance Requirements*

The renter must provide, at least twenty (20) days prior to the event, proof of comprehensive general liability insurance with liability limits of at least \$1 million per occurrence and \$2 million in the aggregate for every contracted vendor that will be used for an event. If alcohol will be served at the event, the renter must hire a licensed liquor provider, who meets all insurance requirements. Liquor providers must provide proof of host liquor liability coverage with B'nai Zion as an additional insured. B'nai Zion and the member/group must be named as an additional insured on all liability policies of all contracted companies and individuals for the member/group's event, which must be the same aggregate limits as described above.

All contracted companies must also provide proof of workers' compensation insurance at least twenty (20) days prior to the event.

## Hours of Use and Parking

Daytime functions must end by 4:00 pm (including cleaning). Evening functions must end by 11:00 pm (including cleaning). Longer usage at any time will incur additional fees as outlined in the Rental Agreement.

Members and guests shall only park in designated parking spaces. For events with more than fifty (50) invited guests, renters must discuss a parking plan with the Office Administrator.

## Flyers and Posted Communications

Flyers and other posted communications must be submitted to the Office Administrator for approval prior to posting. Any request for email or social media communications of an event also must be submitted for approval through the Office Administrator.

## Rabbi's Time

If a renter would like the Rabbi to be present or otherwise officiate an event, the renter must make such request directly to the Rabbi as soon as possible in advance of the event. The Rabbi sets his own calendar and fees for various events, which must be negotiated separately prior to finalizing any rental agreement with B'nai Zion. The Rabbi does not charge a fee to B'nai Zion members for funerals or shiva.

## Dress Code of the Synagogue

Our congregation believes in the intrinsic value of each person. As a result, we encourage our members to dress at the synagogue in ways that enable and encourage a focus on spiritual values while honoring each person's uniqueness and self-expression. Head coverings are highly encouraged at all times in the B'nai Zion building, but are required while in the sanctuary. Head coverings, and tallit for men, are both required when an individual is called up to participate in services.

We ask participants in prayer to dress modestly and respectfully in accordance with the Jewish value of tzniut (modesty). Similarly, we ask that renters of our spaces and their guests dress for events with these values in mind.

## Mobile Phones and Electronic Devices

Mobile phones and other electronic devices should not be used in the Sanctuary during Shabbat or other days of Yom Tov. Individuals are permitted to carry turned on phones while in the building, including the sanctuary, even on Shabbat or Yom, for emergency and safety purposes.

## Outside Food

All food brought into the B'nai Zion building, whether by renters, their vendors, or guests, whether for catering or personal consumption, must follow the rules of kashrut set forth in the Use of B'nai Zion Kitchen section of this House Rules book.

## Supervision, Security, and Event Personnel

### Adequate Supervision and Chaperones

Any event in which individuals under the age of eighteen (18) years old will be using the facilities of B'nai Zion must include a plan for adequate supervision. For every twenty-five (25) invited guests under eighteen (18) years old, there shall be at least one (1) chaperone who is at least twenty-one (21) years old. Chaperones must be present for the entire event and shall remain until all underage individuals have been picked up by a parent/guardian.

### Event Security & Personnel

Every event shall follow all B'nai Zion safety and security protocols. All guests must enter and depart through the front lobby doors. Exterior doors must never be propped open. Building security codes may never be shared with guests.

Security personnel shall be provided by B'nai Zion based on the size and scope of each event. B'nai Zion arranges for the staffing of security personnel for all events. Renters must provide a list of all invited guests to the Office Administrator at least fourteen (14) days prior to the event. The renter must provide an updated headcount seven (7) days prior to the event.

# Use of the B'nai Zion Kitchen

## Kashrut/Kosher Kitchen

B'nai Zion's kitchen strictly adheres to the religious principles of kashrut, meaning that we maintain a kosher kitchen. B'nai Zion's kitchen is milchig, which means dairy-only, although pareve items are permissible. Meat and utensils used for preparing meat dishes are not permitted in B'nai Zion's kitchen under any circumstances whatsoever.

## Kitchen Clean Up

After use, the B'nai Zion kitchen must be completely and thoroughly cleaned, sanitized, and left in the same neat and clean condition in which it was found. All appliances must be scrubbed inside and out. All pots, pans, dishes, and glassware must be washed, dried, and put away in their proper places. All counters, sinks, and floor must be washed and dried. Any food spills/splashes on walls or cabinets must be cleaned completely. All garbage should be placed in plastic garbage bags and carried out to the dumpster. All recyclables must be placed in recycling containers. Please note, glass is not recyclable in Chattanooga and must not be placed in recycling bins. Renters should check with maintenance staff prior to leaving the premises to determine if the kitchen is in satisfactory condition. B'nai Zion reserves the right to hire professional cleaners if the kitchen is determined to have been left in a less than satisfactory manner. Renter will be billed for the additional cleaning fee at the sole discretion of B'nai Zion. If non-Kosher food is brought into the kitchen, the renter will be fined \$350 and will be billed for the cost of kashering the kitchen to return it to its proper state.

## Leftovers

B'nai Zion encourages the donation of flowers, centerpieces, and extra food items. Please make arrangements with the Office Administrator prior to the event to discuss options for donation to food pantries and/or shelters in the community.

## Caterers, Delivery, Setup and Breakdown

### Preferred Caterers

Our preferred caterer is Alice Goss-Morgan. If a renter would like to use a different kosher caterer or vendor, application must be made to the Rabbi.

### Approval and Scheduling of Deliveries

The Office Administrator must be notified in advance of the time and nature of all deliveries and pick-ups. Friday deliveries for events on Shabbat must be completed by 3 p.m. Deliveries are **not permitted** on Shabbat or Sundays. All delivery drivers must check in at the front office and provide identification. Delivery trucks may **not** park under the portico-chere. The renter or his/her representative must be present to accept and/or sign for all deliveries. B'nai Zion staff is not responsible for accepting or signing for deliveries or pick-ups.

Items such as tables, chairs, tablecloths, etc. must be picked up within twenty-four (24) hours of the event. All rental items must be marked with the rental agency's name and the name of the renter.

## Set Up of Rented Rooms

B'nai Zion will provide maintenance staff for basic setup of chairs and tables in the sanctuary. If rental equipment, including tables or chairs, are necessary, setup of the rental equipment is the sole responsibility of the renter. Tableware, linens, glasses, and other items are the responsibility of the renter. The Room Set-Up Form for furniture and set up of equipment must be submitted to the Office Administrator at least fourteen (14) business days before the event.

## Decorations, Music & Photography

### Decorations

We encourage the recycling, reuse, or donation of unwanted decorations and flowers. No decorations may be placed on the walls of any room in the synagogue without the express permission of the Office Administrator. No decorations may hang from any light fixtures. The use of rice, seeds, glitter, confetti or similar is not permitted in the building or on the synagogue grounds. Any decorations in the sanctuary must be approved in advance by the Rabbi. Fireworks or pyrotechnics are strictly prohibited anywhere on synagogue grounds. Candy for B'nai Mitzvahs will be provided by the synagogue. The renter will be billed for the candy. No outside candy is permitted; however, please alert the Office Administrator of any allergies or dietary restrictions.

### Music Programs

Music at Shabbat, Jewish holidays, or synagogue-wide events shall be approved at least fourteen (14) business days in advance by the Rabbi.

## Music at Private Events

Renters may employ live musicians and/or disc jockeys at events. Musicians and/or disc jockeys must provide a certificate of insurance as described above in the insurance section. Amplified music must be played at an appropriate volume. Musicians, disc jockeys, and performers must dress and dance appropriately in line with the Jewish value of tzniut.

## Photography & Videography

Renters may employ photographers or videographers for simchas, including B'nai Mitzvahs and other life cycle events, to create mementos of these joyous occasions. It is not permitted for anyone, including photographers, videographers, or guests to photograph or video simchas, including B'nai Mitzvahs and other life cycle events, that take place on Shabbat or other days of Yom Tov. It is the responsibility of the renter to ensure that hired photographers/videographers and guests are made aware of these rules and agree to abide by them.

## Media Requests & Attendance

Members of the media include owners, employees, or freelancers of magazines, newspapers, television stations, radio stations, podcasts, television or radio shows, production companies, blogs, YouTube, TikTok, Instagram or other influencer channels or any other social media.

Members of the media seeking statements or comments on any matter should direct such requests to the President of B'nai Zion through the Office Administrator. Members of B'nai Zion may not make statements or comments on behalf of B'nai Zion to any member of the media. Any member who receives a request for a statement or comment from a member of the media must direct such inquiry to the President of B'nai Zion through the Office Administrator.

Members of the media who wish to enter the building or grounds of B'nai Zion in their professional capacity or who wish to attend a B'nai Zion event in their professional capacity must apply for approval in writing to the Office Administrator at least ten (10) business days in advance of the desired date of entry.

Members of the media are permitted to enter B'nai Zion for services or events in their personal capacity as any other member of B'nai Zion or their invited guests would be. If, however, a member of the media attends a B'nai Zion service or event in his/her personal capacity and subsequently publishes or broadcasts information about B'nai Zion or the attended event without permission, B'nai Zion will pursue all remedies available under the laws of the State of Tennessee. B'nai Zion similarly reserves the right to ban any such individual from entering B'nai Zion in the future.

## Loss, Theft, or Damage

B'nai Zion is not responsible for loss, theft, or damage to personal possessions. If an item is lost, please promptly report it to the Office Administrator.

## Alcohol, Drugs, and Smoking

Wine, beer, and liquor, in moderation, may be served in addition to food service at social events. On holidays or occasions where drinking past the point of moderation is expected or required, B'nai Zion shall mandate that each attendee has a responsible plan for arriving to and from the building safely. Such a plan shall include a designated driver, taxi, or rideshare service. Individuals who are rowdy or disruptive may be asked to leave the premises.

Renters serving alcohol at events are responsible for ensuring they and their guests are in compliance with all house rules and laws of the State of Tennessee. Liquor providers, including vendors and/or hired bartenders, must comply with the above-

described requirements for insurance, including providing proof of host liquor liability coverage with B'nai Zion as an additional insured.

Illegal drugs are not permitted in the building or on the grounds of the synagogue at any time. Any individual found to be in possession of or intoxicated by the use of illegal drugs will be asked to leave the premises.

Smoking, which includes the use of a cigarette, cigarillo, cigar, vape, e-cigarette, joint, bong, pipe, or any other type of smoking, is not permitted inside the synagogue building at any time or on any synagogue grounds.

## Accidents & Injuries

Accidents and injuries that take place at or result from conduct on B'nai Zion's building and/or grounds must be reported immediately to the Office Administrator.

# B'nai Zion Rental Agreement

Renter

Name: \_\_\_\_\_  
\_\_\_\_\_

Renter Agency (if

applicable): \_\_\_\_\_

Renter

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Phone Numbers: Daytime \_\_\_\_\_ Evening \_\_\_\_\_

Cell Phone \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time/Duration of Event: \_\_\_\_\_

Type of Event?(Wedding, Party, etc.) \_\_\_\_\_

Approximate Number of People Expected (including community members at Shabbat services, if a Shabbat event): \_\_\_\_\_

Age Group Attending:        \_\_\_\_\_ Children        \_\_\_\_\_ Teens        \_\_\_\_\_ Adults

Will alcohol be served at the event? \_\_\_\_\_

Pre-Event Communications & Announcement Support Needed:

\_\_\_ Posted on B'nai Zion Calendar (completed by office)

\_\_\_ Included in weekly services handout and email (if applicable)

\_\_\_ Other:\_\_\_\_\_

Type of Rental (check all that apply):

\_\_\_\_\_Social Hall

\_\_\_\_\_Sanctuary

\_\_\_\_\_Classroom

\_\_\_\_\_Library/Conference Room

\_\_\_\_\_Kosher Kitchen

*Rental Agreement, B'nai Zion, (Continued, Page 2)*

Hold Harmless Agreement:

Participation in any BZ sponsored activities and/or use of any BZ's facilities involves a risk of accidental injury despite all safety precautions. I/We, the Contact/Contact's Agency \_\_\_\_\_ assume all risks and release from and agree to indemnify and hold B'nai Zion Synagogue, its officers, directors, volunteers, and all employees for any illness or injury to the organization/individual(s) occurring during their/his/her/our participation in any activities or use of any facilities at or conducted by B'nai Zion .

Renter Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

B'nai Zion Office Administrator: \_\_\_\_\_ Dated: \_\_\_\_\_

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(For Office Use Only)

Event Expense.....\_\_\_\_\_

Rabbi's Fee.....\_\_\_\_\_

Reservation Deposit (50%).....

Extra Expenses (Equipment, etc.).....

Amount Paid with Application.....\*

Balance Due by \_\_\_\_\_

*Event Agreement, B'nai Zion, (Continued, Page 3)*

I have read and have had the opportunity to ask questions. I fully understand and agree with this contract and the charges specified.

I further understand that I will be notified by mail regarding the approval or disapproval of this contract, and that I am responsible for making any final arrangements or payments at that time, as well as submitting the Room Set-Up Form fourteen (14) days prior to my event.

Contact Signature & Date: \_\_\_\_\_/\_\_\_\_\_

Contract Review by B'nai Zion Office Administrator: \_\_\_\_\_Approved \_\_\_\_\_Disapproved

Office Administrator Signature & Date: \_\_\_\_\_/\_\_\_\_\_

## Room Set-Up Form

Date of Event \_\_\_\_\_ Time/Duration \_\_\_\_\_

Name of Group \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Room(s) Reserved \_\_\_\_\_

Staff Needed: (office use only) \_\_\_\_\_

Is food being served at the event?     \_\_\_ Yes     \_\_\_ No

Who is preparing food? (If being catered, provide name and number for caterer): \_\_\_\_\_

Who is setting up the event?     \_\_\_ Contact/Designee     \_\_\_ B'nai Zion Employee (expenses apply)

Who is cleaning up after the event? \_\_\_ Contact/Designee     \_\_\_ B'nai Zion Employee (expenses apply)

Tables Needed (6' round, seats 6 to 8; 8' rectangle; 6' rectangle):

Tables for sitting:     \_\_\_ #Round     \_\_\_ #Chair per round table  
                              \_\_\_ #Rectangle     \_\_\_ #Chairs per rectangle table

Tables for food setup:     \_\_\_ #Round     \_\_\_ #Rectangle

White table cloths requested for all tables?     \_\_\_ Yes     \_\_\_ No  
 (Note: Contact for event must pay to have linens cleaned following event.)

Diagram Set-Up (Show number of chairs, tables, arrangement, etc.)

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Check All Items Needed

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\_\_\_ Microphone with Lectern

\_\_\_ Microphone (headset Only, no lectern)

\_\_\_ VCR/DVD

\_\_\_ Computer/Powerpoint Presentation

\_\_\_ Movie Screen

\_\_\_ Extension Cord(s)

\_\_\_ Room Divider

\_\_\_ Stage

\_\_\_ Other (please list)

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